


<b>Policy</b> - Public Records Request	<b>Policy No.</b> General Policy 1-16
<b>Covers:</b> Public's access to District records	<b>Effective:</b> 4/26/06

**Policy Statement:** The intention of the Idaho Legislature is that all records maintained by state and local government entities be available for public access and copying. At the same time, the Legislature recognized the need to balance this policy of openness against the equally important need for privacy of certain information provided by citizens and business that is necessary for the conduct of the government's business. This balance is contained in Idaho Code 9-338, which states that, "all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute."

Designated Custodians: The District Director or the acting director designee and the Management Assistant to the District Director are the designated custodians for Panhandle Health District.

#### **Protocol 1-16A**      Procedure for requesting public records

Revision No.: 1	Issued by: 
Revision Date: September 10, 2007	

## **Protocol 1-16A      Procedure For Requesting Public Records**

It is the policy of Panhandle Health District to continue providing access to and copies of records immediately upon request whenever possible; however, it is important that no confidential or exempt records be copied or distributed. To help insure compliance with this law, all staff should immediately bring record requests to their supervisor, or if their supervisor is not available, to the District Director or the Management Assistant to the District Director.

State Code 9-339 states that a request must be either granted or denied (to examine or copy records) within three (3) working days of the date of receipt of the request. If it cannot be done within three (3) days you must notify the requester and request an extension of seven (7) working days. The request must be completed or denied no later than ten (10) working days following the person's request.

All supervisors are required to be familiar with and have a working knowledge of the Idaho Public Records Law. A copy of the Attorney Generals' ["Idaho Public Records Law Manual"](#) should be maintained by each supervisor for easy reference.

If there is any doubt about whether information should be disclosed, ask for a written request and immediately direct it to the director or the management assistant.

### **COST FOR PROVIDING PUBLIC RECORDS**

Per Idaho Code 9-338, record requests under 100 pages shall be charged the actual cost of copying the record. Actual labor cost associated with copying documents will be charged if the request is over 100 pages, the request requires redaction of nonpublic information or the actual labor exceeds two person hours.

All requests for records must be writing and the person/agency requesting the materials shall provide a mailing address and telephone number.

Requestor will be asked to fill out and sign the Public Records Request form in order to process the request.



# PANHANDLE HEALTH DISTRICT

Healthy People in Healthy Communities

8500 N. ATLAS ROAD  
HAYDEN, IDAHO 83835  
<http://www2.state.id.us/phd1>

## PUBLIC RECORDS REQUEST

Date of Request: \_\_\_\_\_

Printed Name of Requestor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State & Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Specific Description of Requested Documents: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Request copies of documents

☐ Request to examine records (no copies)

### **Requestor acknowledges the following by signature below:**

- The requested record(s) or information will not be used for purposes of a mailing or telephone list prohibited by Section 9-348, Idaho Code, or as otherwise provided by law.
- A current fee of \$0.05 per copy page shall be charged – generally prepaid, before copies are made.
- Per Section 9-338, Idaho Code, actual labor costs associated with locating and copying documents shall be charged if:
  - The request is for more than one hundred (100) pages of paper records; or
  - The request includes records from which nonpublic information must be deleted; or
  - The actual labor associated with locating and copying documents for a request exceeds two (2) person hours.
  - Pre-payment of estimated costs will be required.

Signature: \_\_\_\_\_

### **This Section for Office Use**

Request Taken By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date Records Mailed or Viewed: \_\_\_\_\_

Fee: \_\_\_\_\_

Administration  
(208) 415-5100  
Fax 415-5106

Environmental Health  
(208) 415-5200  
Fax 415-5201

Family & Community Health  
(208) 415-5100  
Fax 415-5101

Health Promotion  
(208) 415-5130  
Fax 415-5131

Home Health  
(208) 415-5160  
Fax 415-5161

Public Health Preparedness  
(208) 415-5180  
Fax 415-5181